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Communications in Project Management Plans

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Communication Plans

Project Management Plans

- Extension of Partnership with Sponsor
- Jointly Developed
- Living Document – Flexible
- Proactive
- Situational Awareness of Local Biases

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Communication Plans

Project Management Plans

- Developed Based on Communication Checklist in SWD Strategic Communications Plan
- Considers Wide Range of Communication Options, Strategies & Approaches

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Communication Plans

Project Management Plans

- Expanded Considerations in USACE PMBP
- Gives PDT Members a Communications Roadmap
- Formalizes the Process

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Dallas Floodway Extension Communication Plan

- Historical Efforts
  - Extensive Public Outreach
    - Dallas Floodway Extension Advisory Committee
    - Trinity River Corridor Citizens Committee
    - Public Workshops & Meetings
    - Trinity River Interagency Executive Team
    - Headquarters Hot Topics/Fort Worth District Website

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Dallas Floodway Extension Communication Plan

- Current & Ongoing Efforts
  - Trinity River Commons – Private Interest
  - Trinity River Interagency Executive Team
  - News Outlet Interviews
    - including Editorial Boards
  - News Releases – Media Interviews
  - New Mayor
  - Congressional Interest
  - Media Tour (Construction)
  - Special Events

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Lower Colorado River Study Communication Plan

- Stakeholders
  - Geography
  - Interests
  - Political
  - General Public
  - Agencies
- Plan
  - Varies by stakeholder
  - Flexible
  - Use existing formats
  - Two-way communication
  - Matriculates w/study
  - Evaluate Plan
  - Change Plan

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Lower Colorado River Study Communication Plan

External Stakeholders

- Basin-wide Feasibility Study
  - Agencies (Federal, State, Regional, Local)
  - Organizations (Special Interest, Homeowners, Users, etc.)
  - Political Entities (Cong., Counties, Cities)
- Interim Studies
  - Local Agencies and Organizations
  - General Public

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Lower Colorado River Study Communication Plan

Internal Stakeholders

(Policy, Budget, Progress, Quality, Implementation)

- Project Delivery Team (Members)
- District (Mgmt., PRB, DE)
- Division (Mgmt., PRB, DE)
- HQ (Mgmt., Dir. CW)
- Congressional Delegation

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Lower Colorado River Study Communication Plan

Forums/Mediums

- Internal
  - Partnering Workshop
  - PRB Meetings/Exec. Summaries
  - Fact Sheets
  - Budget Documents
  - Correspondence

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Lower Colorado River Study Communication Plan Forums/Mediums

- External
  - Media
  - LCRA County Reps
  - Texas Colorado River Floodplain Coalition
  - Newsletters(LCRA, Focus Interest Groups, Neighborhood Groups, etc.
  - Workshops
  - Public Meetings

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Military Programs Communication Plan

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Introduction

- How current PMP-EZ addresses communications issues
- Current PMP-EZ example:

  FY02 MCA, Fixed Wing Aircraft Parking Apron, Phase II, Fort Hood

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Identify Project Stakeholders

- Fort Hood & III Corps
- DPW
- FORSCOM

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Format & Content

- **Project stakeholder communications requirement**
  - Project description
  - Design Charrette
  - Acquisition strategy
- **Project stakeholders communications strategy**
  - User defined need dates

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Format & Content

- **Key Message to Stakeholders**
  - Programmed Amount
  - Construction Cost Limitation
  - Project Design & Procurement Costs

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Format & Content

- **Method to evaluate Effectiveness of Communication Strategy**
  - Customer Surveys
  - Monthly DPW Briefs
  - Design Reviews

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Format & Content

- **Reporting Relationships**
  - PPDS
  - PROMIS
  - PRB
  - Monthly DPW Briefs
  - Design Reviews

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Format & Content

- **Collection & Filing**
  - Meeting Minutes
  - Design Analysis
  - Plans & Specifications
  - As-Builts
  - Contract Files

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Format & Content

- **Communication Distribution Structure**
  - Design Reviews
  - Monthly DPW Briefs
  - PRB
  - PPDS
  - CESWF Homepage

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Format & Content

- **Description of information to be distributed**

  Meeting Minutes

  Plans & Specifications

  Design Analysis

  Cost Estimates

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Format & Content

- **Production Schedules**
  PPDS
  PROMIS
- **Criteria to Determine Frequency of PDT performance Review Mtg**
  Any member can call a meeting
  No set frequency

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Format & Content

- **Method of assessing information between scheduled communications**
  - Project Delivery
  - PROMIS
- **Method of updating & refining Communications Plans**
  - Update PMP

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Questions?